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LIBRARY & INFORMATION SCIENCE ABSTRACTS

LISA

BOWKER SAUR

GUIDE FOR USERS

Scope

Library & Information Science Abstracts is a guide to articles from over 350 periodicals, from 60 countries, and papers from major English-language conferences. The subject fields covered include library science, information science, and subject disciplines which are likely to be of interest to librarians and information workers such as: on-line information retrieval; new information technologies bookselling and publishing' Coverage of report literature is restricted to selected series (e.g. British Library Reports). Books, theses, patents, standards and book reviews are not included in LISA. Articles or news items of less than 1 page are excluded.

Using LISA

Each issue of LISA is divided into 4 sequences:

An abstract sequence arranged in a classified sequence, (using the unpublished draftof the classification Research Group's scheme), with each abstract provided with a classification number, a full bibliographic heading, a unique serial (abstract) number, a full bibliographic citation, and a note on the source of the abstract.

e.g. SixGdD489 - Circulation control. Computerised. Univeristy
libraries. Denmark. Odense University

A Name Index containing: names of authors; proper names of organisations, systems, acronyms and publications occuring as subjects; titles of conferences; alternative forms of author's names; and authors with secondary association with a work.

e.g. Odense University (Denmark). Library

An Alphabetical Subject Index. Basically, this index is compiled by the chain indexing method: e.g.

Denmark: University libraries: Computerised circulation control
University libraries: Computerised circulation control
Computerised circulation control
Circulation control

A Journal Index containing: titles of journals covered by the issue together with abstract numbers of individual articles for each title.

The Name Index and the Alphabetical Subject Index are located at the back of each issue on pages edged with a blackk stripe and are cumulated into an Annual Index Issue.

Alphabetical arrangement

Alphabetisition is word-by-word (the nothing-before-something method). Acronyms and groups of non-pronounceable intials are filed as words. Full-stops (periods) and colons are filed before words. Words joined by hyphens are filed as separate words.

An outline of the CRG's Classification of Library and Information Science (1971) is shown inside the back cover.

Magnetic Tapes: The current issue of LISA and the backfiles to 1969 are available on a magnetic tape service.

On-line Searching: LISA is available for on-line searching via DIALOG (File 61), BRS (File LISA), and ORBIT (File LISA).

CD-ROM: LISA is available as a complete file back to 1969 on SilverPlatter compact disc (CD-ROM).

Library & Information Science Abstracts

1991

Edited by Nicholas L. Moore,
B.Tech., M.I.Inf.Sc., M.I.O.P., M.Inst.Pkg.

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INTRODUCTION

SCOPE

The subject fields covered include library science, information science, and subject disciplines which are likely to be of interest to librarians and information workers, e.g., bookselling, publishing and reprography. The notes on the classification scheme printed on the inside back cover of each issue give a more detailed indication of the scope. The fields covered are divided into core and fringe subjects. Relatively few abstracts are prepared for material falling within the fringe subjects.

The main primary publications abstracted are periodical articles and conference papers. A list of periodicals scanned for articles of interest appears at the end of the Subject Index. Conference proceedings and the papers of other meetings abstracted during 1991 are indicated by entries in the Name Index.

ABSTRACTS

The aim is to provide full abstracts; occasionally, space is a limiting factor. Large areas of the literature are concerned with factual matters. These are provided with straight-forward abstracts covering, for example, the purpose of the original material and a statement summarising the conclusions reached. The 'softer' side of library literature, e.g., the philosophy of librarianship, the role of libraries in a broad social context, presents the abstractor with more problems. Often, this kind of literature is dependent for its meaning on the style in which it is written. An attempt is made to meet these difficulties by retaining one or two key sentences from the original as part of the abstract. These sentences are often long and might well be summarised, but it is felt that they give a valuable indication of the flavour of the original material. No attempt is made by the abstractor to criticise or evaluate the primary material.

ARRANGEMENT

Each issue is divided into three sequences.

(1) An abstract sequence arranged in order of the Classification Research Group's *A Classification of Library and Information Science*. Each abstract is provided with a CRG classification number, a verbal feature heading, a unique serial number, a full bibliographical citation, and a note on the source of the abstract.
(2) A Name Index. Explanatory notes are printed at the beginning of the cumulated index.
(3) An Alphabetical Subject Index. Explanatory notes are printed at the beginning of the cumulated index.

CLASSIFICATION SCHEME

The scheme used is the unpublished draft of the Classification Research Group's *A Classification of Library and Information Science* (1971).

SUBJECT WORK

Subject entries are devised by treating each abstract as a complete bibliographical unit. Entries are made at a level including all aspects of the subjects mentioned within an abstract. No attempt is made to carry out subject analysis on a line-by-line basis, although additional entries are made when a subsidiary subject is covered in a reasonably full manner. Subject analysis takes place in two stages:

(1) all aspects expressing the complete subject of an abstract are isolated;
(2) the aspects are then coordinated in accordance with definite rules, i.e., the citation order.

Each abstract, therefore, has a tailor-made subject heading, co-extensive with the topic covered. A series of backing alphabetical subject index entries provides natural language access. Explanations of citation order and compound subjects are given in the notes on the classification scheme printed on the inside back cover of each issue.

USE OF LISA

Current Awareness and Broad Subject Searches

Users interested in buildings, information work and technical processes e.g., acquisitions, cataloguing, SDI, will find their material grouped within classes Q/Z. Examples are:—

Qi/p	Buildings
Rb/k	Promotion of use of libraries
Rm	Information work
Rp	SDI
S/Y	Technical processes
Sb/c	Acquisitions
Scm	Interloans
Sh/x	Circulation of stock
T/Z	Information storage and retrieval
Th/Uzh	Cataloguing
Ug/v	Author cataloguing
V/Z	Subject indexing
X	Classification
Zm	On-line information retrieval

For current awareness in these areas a classification symbol such as Rp (Selective dissemination of information) can be remembered and used to scan rapidly through each issue; it is not necessary to consult the alphabetical subject index. Users interested in types of libraries, stock and materials and such topics as computers must make extensive use of the alphabetical subject index. For these subjects, only general material can be retrieved by checking the classified sequence, A-O. Examples showing some of the areas in which abstracts on public libraries may be found will clarify this point:—

Public libraries

Buildings Children's libraries Finance Library law Photographs: Stock Staff	Abstracts are entered under these subjects

Specific Subject Searches

The alphabetical subject index should be consulted to trace information on specific topics. Guidance on the most useful way to formulate queries is given in the explanatory notes printed at the beginning of the alphabetical subject index.

BINDING

Users wishing to bind the 1991 issues should retain a copy of the material printed on the inside covers as these are the only records of the summary of the main classes of the classification scheme, and notes on the photocopying service.

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This index supersedes the name indexes given in individual issues for 1991

This index is a cumulation of the name indexes given in individual issues for 1991. It includes revisions and corrections. Entries refer to the serial numbers printed to the right of the abstracts.

The proceedings of conferences and other meetings are entered under the sponsoring organisation, the first significant word of distinctive titles or, in the absence of these two elements, under the words conference, symposium, clinic or other term as appropriate.

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ALPHABETICAL SUBJECT INDEX

This index supersedes the alphabetical subject indexes given in individual issues for 1991

This index is a cumulation of the alphabetical subject indexes given in individual issues for 1991. It includes revisions and corrections.

THE INDEX AS A LOCATION KEY

Entries refer to the serial numbers printed to the right of the abstracts.

COMPILATION

Basically, this index is compiled by the chain indexing method.

EXAMPLE

Entry in sequence of abstracts

Ncq—LIBRARY LAW
NcqFvD489—Public libraries. Denmark

Entries in alphabetical subject index

Denmark: Public libraries: Library law
Public libraries: Library law
Law: Library law

Occasionally, entries are rotated in order to provide a more helpful display, or when strict adherence to the chain method would result in relatively meaningless phrases.

EXAMPLES

Public health
Health: Public health

Libraries: Social aspects
Social aspects: Libraries

ALPHABETICAL ARRANGEMENT

Alphabetisation is word by word (the nothing-before-something method). Acronyms and groups of non-pronounceable initials are filed as words. Full-stops (periods) and colons are filed before words. Words joined by hyphens are filed as separate words.

USE OF THE INDEX

Chain indexing provides a consistent pattern of entry with minimum intellectual effort on the part of the indexer. The method is also very economical. These are valuable advantages in view of *LISA*'s limited resources. However, the fact that no attempt is made to show all the relationships between terms means that care should be taken in formulating queries. In particular, the user must allow some interplay between the alphabetical subject index and the classified sequence of abstracts.

EXAMPLE

Searching the alphabetical subject index for an entry leading to an abstract on videotape recordings in West German public libraries.

The following entries are given for this topic:—

West Germany: Public libraries: Videotape recordings: Stock
Public libraries: Videotape recordings: Stock
Videotape recordings: Library stock
Audio-visual materials: Library stock
Stock: Library stock
Library materials

These are supported by cross-references providing additional access points, e.g.

Non-print media
See Audio-visual materials

It should be noted that a fully specific entry is given only under the term cited last in the classification number, i.e. 'West Germany'. Users should bear this in mind when formulating queries, remembering that in the alphabetical subject index there are many entries for types of libraries, countries, specific subject areas such as chemistry, and computerised library and information work, whilst there are very few for technical processes, e.g., cataloguing, subject indexing, circulation.

This is in contrast to the sequence of abstracts where all the material on technical processes is grouped. It is only in the abstract sequence that the relationship between, for example, cataloguing and other subjects is shown under cataloguing. In order to make full use of the alphabetical subject index the citation order for the elements in a compound subject should be borne in mind. This is printed on the inside back cover of every issue.

DISTRIBUTED ENTRIES

Another problem is that some entries which might well be sought in a linked manner by the user are distributed in both the sequence of abstracts and the alphabetical subject index. This applies particularly to entries for geographical areas.

EXAMPLE

In order to retrieve all the abstracts on computers in French library and information work *all* the entries in the alphabetical subject index under France must be scanned. The following entries are distributed among a number of others:—

France

Computers: Library equipment
Public libraries: Use: Computerised information work
Telecommunications *and* Computer systems: On-line information retrieval

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CLASSIFICATION SCHEME

The classification scheme used is the unpublished draft of the Classification Research Group's A Classification of Library and Information Science (1971). The following notes refer specifically to the use of the scheme in LISA in 1991.

The scheme divides into two sseparate sections the literature found in a special collection on library and information science. The first section (classes A/Z) contains the 'core' subjects. The second (classes 1/9) contains the 'fringe' subjects which are disciplines in their own right, but are of interest to librarians and information scientists.

The classification is a faceted scheme, i.e. the terms are organised into groups, all the memebers of which stand in the same relationship to the containing field. In the schedules of the scheme, elementary terms, e.g. public library buildings, the elementary terms are combined in accordance with definite rules. The sequence in which elementary terms are put together to represent a compound subject (i.e. the citation order) for the core subject is:

Processes- Technical	(Classes S/Z)
Operations and Agents of the Processes, Equipment, Promotion of Use	(Classes N/R)
Library, Stock and Materials and Use of Materials	(Classses J/M)
Types of Libraries and Users	(Classes E/H)
Common Sub-divisions of Place, Time, Subject and Form	(Classes Ab/D)

The classificationn number for public library buildings is, therefore, QiFv. An abstract on this subject is entered under the following heading in the classified sequence:

QiFv- Buildings. Public libraries

and backing alphabetical subjecy index entries, commpiled by the chain indexing method, are provided at:

Public libraries. Buildings
Bulidings: Libraries

Other examples of the use of the Scheme are:

(1) an abstract on costs of cataloguing in university libraries will be classified at ThNsGd- Cataloguing. Costs. Univeristy libraries;
(2) an abstract on microforms in a special library will be classified at MiHb- Microforms. Special libraries

An outline of the classification is given below. This is intended only as a guide to the main features. In order to make full use of LISA, the alphabetical subject indexes printed in each issue should be consulted. It is especially important to use the alphabetical subject index when information on types of libraries, stock and materials, operations and equipment is required.

Extensions of the Scheme in LISA

The schedules to the scheme allow for extension by other classifications. In LISA, the place sub-divisions in class D follow the Dewey Decimal Classification. Other extensions are the use of the plus (+) sign to link subjects and the ampersand (&) used to expand the scheme when concepts required are not listed in the schedules. In the fringe subjects, the digit 9 introduces UDC numbers for subjects not listed within classes 1/8.

Outline of the Classification

The following outline is a guide to the main features of the scheme as used in LISA. In order to make full use of the subject arrangement the alphabetical subject index should be consulted.

CORE SUBJECTS (A/Z)

A	LIBRARIANSHIP
Ab/z	Common Subdivision (Form)
B	Common Subdivision (Subject)
Bge/i	Research
Bjj	Bibliographies
Bk	Profession
Bk/o	Library Assiociations
Bm/z	Professional Education
Buf	Library Schools
C	Common Subdivisions (Time-History)
D	Common Subdivisions (place). By Dewey DC with minor modification
E/H	Libraries and Special Categories of Users
Ea	Libraries in General
F	Public, Official and Government Libraries
Fs	National Libraries
Fv/z	Public Libraries
Gc/m	Academic Libraries
Gd/Gg	University Libraries
Hb/s	Special Libraries
Ht/Hyh	Institutional Libraries. Services to the Physically Isolated and Handicapped
Hu	Hospital Libraries
Hyj/k	Youth and Children's Libraries
HykGp/z	School Libraries
Hym/Hzy	Users by Special Characteristics
Hz(0-9)	Users by Special Occupations. By UDC
J	Use of Libraries and Library Materials
K/M	Library Stock and Materials
Lvx	Archives
Mg/x	Audio-Visual Materials
M (0-9)	Library Materials by Subject Interest. By UDC
N/Q	Organisation and Administration
Oq/y	Computers
P	Staff
Q/Qu	Buildings and Equipment
R/S	Reader Services
Rm	Information Work
Rmi	Instructions in Use of Libraries and Library Materials
Rn/t	Information Services (Published and Distributed Services)
Ru/v	Reference Work
Ry	Cultural Activities (Extension Work)
S/Z	Technical Processes and Services
Sb/c	Acquisitions
Scm	Interloans
Se/f	Preservation of Material
Shc/jn	Circulation
Sk/x	Copying Services
T/Z	Information Storage and Retrieval
Th/Uzh	Cataloguing
V	Subject Indexing
X	Classification
Zj	Computerised information storage and retrieval
Zjj	Optical discs
Zm	On-line information retrieval
ZmNxa	Videotex
Zp	Automatic indexing

FRINGE SUBJECTS (1/9)

154	Communication
16	Computers
169	Word Processing
181	Telecommunications
182/188	Organisation and Administration
21	Knowledge and Learning
23/25	Education
28	Museums
3	Authorship
4/45	Reading
46/48	Writing
5/54	Bibliography
61/65	Printing
66/68	Copying
69	Bookbinding
7/77	Publishing
752	Copyright
773	Published Materials
78	Bookselling
7883	Public Lending Right
8	Audio-Visual Materials
87	Microforms
9	Other Subjects. By UDC

BOWKER-SAUR ABSTRACTS & INDEXES

Can some of our other publications help you? Between them they cover the "core" journals in a wide range of disciplines. You may well find that one or more of the following will usefully supplement your searches:

ASSIA Applied Social Sciences Index & Abstracts

BHI British Humanities Index

CTI Current Technology Index

CATNI Catchword & Trade Name Index

and for library and information science -

CRLIS Current Research in Library & Information Science

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